

Department Name
Academic Program Review
East Carolina University
On-Site Visit Dates

External Reviewer #1, [---] University
 External Reviewer #2, [---] University
 Internal Reviewer #3, East Carolina University

All meetings will be held in the [INSERT Conference Room Location] unless otherwise noted.

Day 1: Day, Month & Date, Year 5:30 PM	<i>The Director of Institutional Assessment will welcome the reviewers at The Hilton prior to dinner at 6:00. The external and internal reviewers meet for dinner at the hotel's restaurant for an initial planning meeting.</i> Welcome & Planning Meeting
Day 2: Day, Month & Date, Year 7:40 a.m.	<i>A member of the APR Team will pick up the reviewers from The Hilton at 7:40 am in the main lobby.</i> <i>College Dean will meet the reviewers for breakfast and accompany them to the charge meeting with the Director of Institutional Assessment.</i>
8:00 – 8:45	Breakfast with College Dean
9:00 – 9:30	Charge Meeting with College Dean and Director of Institutional Assessment LOCATION
9:30 – 9:45	<i>Break and Transition to Meeting Location</i>
9:50 – 10:35	Undergraduate Student Open Discussion LOCATION
10:40 – 11:40	Tour with Department Chair
11:40 – 12:00	<i>Break and Transition to Conference Room</i>
12:00 – 12:45	Tenured Faculty
12:50 – 1:35	Lunch with Department Chair
1:40 – 2:25	Tenure-Track Faculty
2:30 – 3:15	Fixed-Term/Part-Time Faculty
3:20 – 4:05	Graduate/ Graduate Certificates Student Discussion LOCATION
4:10 – 5:00	Administrative Staff
6:00	<i>APR Team returns the external reviewers to The Hilton.</i> Dinner with College Dean, DINNER LOCATION

List of Reviewed Programs

Day 3: Day, Month & Date, Year 8:00 a.m.	<i>APR Team will pick up the reviewers from The Hilton at 8:00 am in the main lobby.</i>
8:15 – 9:00	Breakfast with Dean of the Graduate School
9:05 – 9:50	PhD Program Student Discussion Telephone number Meeting number (access code)
9:55 – 10:00	<i>Break</i>
10:15 – 11:00	Internal Constituents
11:05 – 11:50	External Constituents Telephone number Meeting number (access code)
11:55 – 1:30	Lunch/Reviewers' Private Conference
1:35-1:55	Pre-Summary Meeting with Department Chair
2:00 – 2:45	On-Site Review Summary Meeting with Faculty and Staff
2:45 – 3:00	<i>Transition from Summary Meeting to Exit Review Meeting</i>
3:00 – 4:00	On-Site Exit Review Meeting LOCATION Provost College Dean Graduate School Dean Department Chair Educational Policies and Planning Committee Representative Institutional Assessment Director
<i>APR Team returns the external reviewers to The Hilton or the Pitt-Greenville Airport.</i>	

Sample List of APR Participants

- Dean
- Department Chair
- Program Coordinators
- Tenure-Track Faculty
- Tenured Faculty
- Fixed-Term Faculty
- Undergraduate Students
- Graduate Students
- Provost
- Associate Deans
- Dean of the Graduate School

List of Reviewed Programs

- Administrative Staff
- Internal Constituents (ECU faculty/staff who work with the programs under review)
- External Constituents (People/organizations external to ECU that work with the programs under review)
- Other groups (e.g., advisory council or alumni group) and/or individual participants as needed by the department/programs under review

SAMPLE